



Village of Biscayne Park

Commission Agenda Report

Village Commission Meeting Date: April 20, 2016

Subject: Resident Review Committee
Selection

Prepared By: Maria Camara, Village Clerk

Sponsored By: Staff

Background

At the April 11, 2016, Special Commission meeting, the Commission approved the Village Manager selection process, which includes the formation of a seven (7) member Resident Review Committee. An e-mail blast was sent out to the Village's contact list for those interested in serving on the committee. The deadline for submissions is Monday, April 18th. The final list of submissions will be provided to the Commission end of day Monday.

As outlined in the selection process:

- At the Special Commission meeting on Wednesday, April 20th, the Commission will select the seven members. Each Commissioner will select a member, and two will be selected at large.
- The deadline for applicants to submit their resumes for the position of Village Manager is Monday, May 9th.
- On Friday, May 13th, the qualified resumes will be submitted to the Review Committee via e-mail.
- A meeting of the Resident Review Committee is tentatively scheduled for Tuesday, May 24th, where the committee will meet to review the applicants and select their top ten (10) candidates.
- The committee will also discuss and formulate questions that will be used at the panel review of the three (3) finalists scheduled to take place at the July 12th Regular Commission meeting.